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Circular Letter No. 167.

March 1, 1905.

To Superintendents.

Gentlemen:--

The Institutes held last year were so successful in many respects that it has been decided to hold those of this year on the same plan. While the difficulties of travel and means of communication do not permit the entire teaching body of any district to assemble with the same ease and convenience as is the case in many states of the Union where such institutes are a regular annual feature of school work, we are firmly convinced that they are highly beneficial to the teachers, and can be made instrumental in arousing increased popular interest in education.

As planned this year, each institute will be held during two days, but attendance will not be absolutely obligatory on all teachers. You are authorized to excuse those teachers who in your opinion should not be expected to attend. You are requested, however, to excuse only those teachers who are so located that their attendance would require an undue expenditure of time or money. While the power to excuse any teacher from attending is placed in your hands, it is expected that you will use it with the utmost discretion. You should make it clear that

teachers excused from attending institutes will be expected to conduct their classes as usual.

The Institue Directors and the towns to which they have been assigned are shown in the accompanying folder program: a sufficient number of these programs is sent you under separate cover for distribution to all your teachers. It is hoped that this folder with the suggestions therein contained will be helpful in enabling you to make the institute more successful and profitable to your teachers. Each Superintendent should place himself at once in communication with the Institue Director assigned to his district in order that the detailed program for both morning and afternoon sessions for the two days may be definitely arranged. In this connection you will of course arrange that the teaching body may take as large and active a part in the institutes as conditions each district permit.

I wish to call special attention to the public sessions. We shall try to make them of interest and value to persons attending and shall look to you to encourage the attendance of the public. A detailed statement of this part of the program indicating the party which will visit your district accompanies this letter. Please see to it that a representative of the local School Board or

municipal government is invited to participate and make an address on the occasion of the evening session in your town. The Commissioner's party and that of the Assitant Commissioner will each be composed of two or three members and two or three members and two addresses, making a total of three or four addresses for the evening, this will be sufficient.

Messrs. Fernández Juncos and Gordils of San Juan, both well known for their keen interest, wide knowledge and familiarity with educational matters, have kindly consented to accompany the Comissioner and the Assistant Commissioner ans we may safely assume that what they may have to say will be of profit and interest to the teachers and public in general. You are at liberty to make any public announcement that you deem advisable regarding the evening session, and may state that one of these gentlemen will deliver an address on that occasion.

Respectfully,

Commissioner of Education

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Enclosure